

Sanctuary Exploration Center

35 Pacific Ave, Santa Cruz, CA

Facilities Description and Use Policies

MISSION AND GOALS

The mission of the Monterey Bay National Marine Sanctuary Exploration Center is to:

“foster stewardship of the Monterey Bay National Marine Sanctuary by connecting people to the water, geology, and incredible life found within.”

The goals of the Monterey Bay National Marine Sanctuary Exploration Center are to:

- increase the public’s awareness and understanding of the MBNMS and its presence,
- provide a place (facility) for the public to visit to learn about the sanctuary,
- create a better understanding of sanctuary resources and how to protect them,
- provide pre-visit orientation for visitors before they access resource areas in the sanctuary so that the visit is done in a sensitive manner,
- create a sense of personal stewardship with regard to the sanctuary and the California coastal ecosystem,
- create partnerships to the many marine education, research, and resource protection agencies and entities in the region.

Hours and Availability

The SEC is open for private events Monday through Sunday from 8:30am to 10:30pm. The SEC’s Exhibit Hall public operating hours are Wednesday through Sunday from 10:00 am to 5:00 pm. The Exhibit Hall and lobbies are not available for private events during public operating hours.

Holidays: The SEC is not available for events on federal holidays.

Description of Areas

The SEC is a 12,400 square foot building designed and built to Leadership in Energy and Environmental Design (LEED) Gold standard. The two-story facility includes the following areas and their standing capacities (unless otherwise stated):

First Floor

Lobby (Maximum Capacity: 24)

Classroom (Maximum Capacity: 60)

Classroom seated dining capacity – six 72” banquet rounds or six 8’ banquet tables

Outdoor Patio (Maximum Capacity: 100)

Patio seated dining capacity – five to six 72” banquet rounds or six 8’ banquet tables

Second Floor

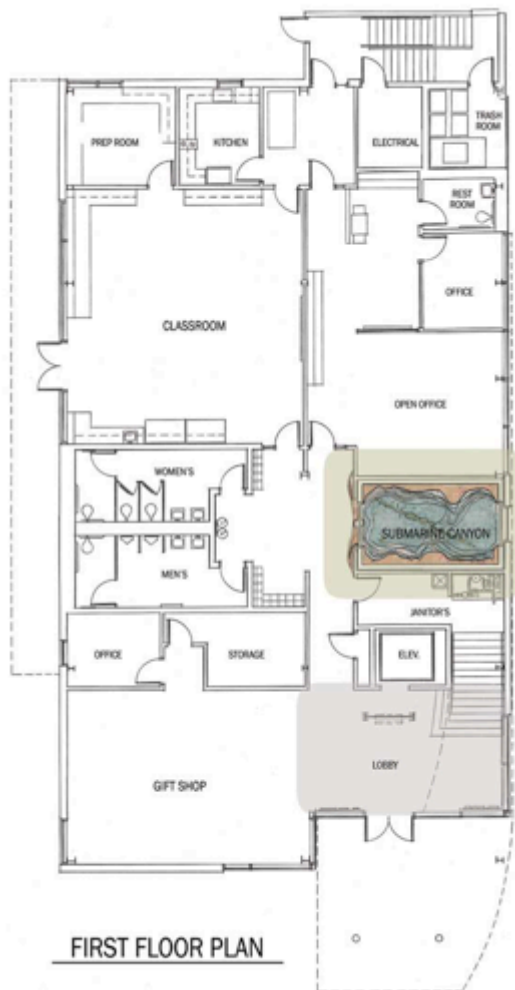
Exhibit Hall (Maximum Capacity: 150)

Fly-Thru Theater (Maximum Capacity: 60)

Observation Deck (Maximum Capacity: 20)

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Maximum Capacity

The number of guests present at any given Event shall not exceed the capacity established by the SEC or the Fire Marshall of the area designated for the Event. If maximum capacity is exceeded, the SEC reserves the right to determine whether to open additional space at an additional fee, or to restrict entrance if it is deemed necessary for the safety of guests, exhibits or facility.

Logistics Plan

At least 30 days prior to the Event, User must submit a Logistics Plan for review and approval by the SEC Director, along with a list of the sub-contract vendors and suppliers who will be setting up the event. Logistics include the following:

Invitations and Printed Materials

Use of the name of the SEC and images, as well as federal agency logos, are restricted and must be approved prior to distribution. Three copies of all print and electronic invitation materials must be submitted to the SEC Director for review and approval before printing or emailing. User is responsible for delivering these materials in sufficient time for approvals to be made. Announcements of any kind are not permitted before the Facilities User Agreement is signed and the deposit has been made.

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Press Events and Publicity

If the event will include press coverage or media coverage, the media plan must be submitted and be approved by MBNMS.

Electrical Equipment

The SEC does not generally provide electrical equipment but can provide projection of video and photos if requested for special occasions. The SEC Fly Thru Theater and classroom are outfitted with projection systems. Describe any electrical needs in Logistics Plan and if applicable, any associated costs can be estimated by SEC Director.

Use of SEC Furniture

The SEC has limited furniture on hand for classroom meeting use only, so all furniture and associated accessories for a special event should be rented from an outside entity. The classroom is outfitted with ten tables and 40 chairs and all chairs and tables are for indoor use only.

Rentals

The Logistics Plan must include the name and contact information of the rental company, along with a description of rented items.

Catering

The SEC has a list of approved caterers. If User wishes to use another caterer, a request must be submitted to the SEC Director. Caterers are expected to bring all necessary equipment including dishes, cooking utensils, garbage cans & liners, brooms, cleaning supplies, etc. A small ice machine is available on site. Any cooking devices must have prior approval by MBNMS staff (for example, open flame devices) before use on the site. Catered events should include sufficient catering staff to remove empty dishware and enough trash bags to keep facilities clean during the event. Caterers are responsible for cleaning any areas used during the event. SEC staff will not assist catering staff.

No Food or Drink is allowed in the Exhibit Hall.

Liquor License

User is responsible for submitting to proper authorities, a City of Santa Cruz Police Department Letter of Recommendation for One-Day Liquor Permit and a California Department of Alcoholic Beverage Control liquor license and submitting copies of documentation to Exploration Center along with the Logistics Plan. Alcohol must not be served to minors. At any time, if SEC staff deems alcohol consumption to be excessive, the SEC has the authority to close down alcohol service or evict guests who may be a threat to exhibits or other guests. Any illegal drug or alcohol activity will be reported to the City of Santa Cruz Police Department.

Music & Entertainment

If amplified music is planned for an event, a description of the activity must be included in the Logistics Plan and is subject to approval by the SEC Director. Noise levels must comply with city and neighborhood noise standards. If applicable, the user is responsible for obtaining a Sound Amplification Permit Application (SC Municipal Code Section 9.40.010) from the City of Santa Cruz if they intend to have amplified music.

Decorations

A description of or samples of decorations must be provided in the Logistics Plan. All decorations must comply with local fire department regulations. All decorations must be freestanding. Nails, tape and staples may not be used on

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floors, walls, windows or ceilings. Due to liability issues, the SEC does not loan ladders. Users must provide their own ladders.

Exhibit Technical/Operating Support during the event

If User is renting the fly-through theater, User must also reserve SEC staff to operate the theater equipment (See User Fees). Non-SEC subcontractors are not allowed to operate the Fly-Through Theater equipment.

Emergency Plan

Users are responsible for knowing the SEC's Emergency Procedures Plan, and must comply with all state and federal emergency procedures. User must provide name and contact information of the Event's designated safety officer in the Logistics Plan.

Load-In and Load-Out Schedule

The Logistics Plan will include the schedule for deliveries and returns of rental equipment, decorations, etc. A set-up plan and diagram of where rented tables, lectern, etc will be placed must be included. The SEC may have restrictions on where things can be placed (lectern, tables, etc). No deliveries can be made through the front of the building during regular open hours. There is an unloading and loading area on the east side of the building on Pacific Ave.

Parking

Parking is available in metered street parking spaces in the vicinity of the SEC and hourly parking on the Santa Cruz Municipal Wharf. The SEC has designated parking in an adjacent lot. Please see SEC point of contact for parking pass.

Clean-Up

The SEC and all its facilities must be left in the same condition they were in before the Event. If the building is found in poor condition, an additional charge may be added to the standard janitorial service fees.

Pre-event Walk Through

The Logistics Plan is due 20 days prior to Event. A pre-event walk-through with the SEC Director is then scheduled. If additional subcontractors will be used (caterer, vendors), they must also attend the walk-through to be sure they understand the facility and its emergency procedures. All User subcontractors must be aware of and comply with the Facilities User Agreement and Rules.